

Loyola University Maryland Exchange Student Application Requirements

Hello Loyola University Maryland Exchange Student Applicant! Once you are logged into the application website (instructions on how to access this website are under the “How to Apply” section of our webpage, right below this Admission Requirements Section), you will be provided with instructions for how to submit and complete documents and materials.

In order to be admitted as a visiting (exchange) student your online application must be completed by March 16th for the fall semester and October 16th for the spring semester. All required materials for your online application must be completed and submitted before your application will be reviewed for admission. **For Fall 2020 applicants, certain materials, such as your Application for Exchange Student, Biographical Page of Passport, Exchange Program Course Planning, Official Transcript Copy, Statement of Good Standing and Proof of English Proficiency must be submitted by Friday, March 6, 2020 to ensure time for adequate processing.** Once admitted, and all remaining documentation has been received and reviewed, the Office of International Student Services will issue a Form I-20 (Certificate of Eligibility for F-1 Student Visa) to you. If you have questions, please contact our office at 1-410- 617-5245 or at oiss@loyola.edu.

****You will see on the application site that you will need to provide the physical copy of some of the documents. Please submit these documents by the designated deadline date to:****

Ms. Sunanda Bhatia, Director
Office of International Student Services
Loyola University Maryland, HU 141
4501 N. Charles Street
Baltimore, MD 21210 USA

Please note, our application portal consists of two different types of document categories:

1. **Online Application Documents:** This section is where you will be completing all application materials. You will see two types of symbols located next to the documents listed.



This symbol means that the document contains items that the student must either electronically fill out, or upload a document into. Some of the documents that need to be uploaded are provided under the offline requirements (example: Financial Affidavit for International Students), or they are documents that the student must supply (example: copy of the bio page of the student’s passport)



This symbol means that the document contains information that read, and electronically sign in order to verify that he or she agrees with the information provided.

2. **Offline Requirements:** This section contains blank copies of documents that we provide. These documents must be downloaded and completed by the student and/or advisor or program coordinator, and uploaded into the coinciding online application document item. For example, the student must download the Financial Affidavit for International Students in the “Offline

Loyola University Maryland Exchange Student Application Requirements

Requirements” section, fill it out, and then upload the completed version to the Financial Affidavit of Support for International Students in the “Online Application” section.

Please note: all advisors/program coordinators will be asked to complete and fill out the Pre-Admission Checklist, which the student can find in his or her “Offline Requirements” Section. This checklist is to make sure that the advisor confirms that he or she has reviewed the pre-admission application materials that are necessary for the student’s application. Then, the student must submit the Pre-Admission Checklist into its corresponding submission area under “Online Application.” In addition, the advisor/program coordinator must complete the Statement of Good Standing for the student, which can also be found in his or her “Offline Requirements” Section, and must be filled out and uploaded to its corresponding submission area under the “Online Application” section, as well.

Please see below for a summary of application requirements. Note: signature documents (Records Release & Application Verification) are due **Friday, March 6**.

Pre-Admission Materials (these are materials that the student needs to submit complete in order to be eligible for admission):

1. Admission Application for Exchange Student (Due Friday, March 6)
2. Exchange Program Course Planning: (Due Friday, March 6) Complete the electronic form asking for your desired courses to be enrolled in during your studies at Loyola
3. Biological Page of Exchange Student Passport (Due Friday, March 6): Include a copy of the biographical page of your passport only. This is the page that includes your photo, name, date of birth, country of citizenship, and nationality, and the expiration date.
4. Financial Affidavit of Support for Immigration purposes (the amount given is specifically for one-to-one exchanges please ask your international office if your university has a different exchange agreement).
 - If the student is relying on personal funds for his/her stay, the student must complete the Affidavit of Financial Self Support Form stating he/she is able to financially support themselves and that he/she has sufficient funds (equivalent to a minimum of \$11,600 US dollars or higher per semester) to cover the student’s stay in the United States OR
 - If the student is relying on other funds (ex. funds from parents, other family member, sponsor, etc.) for his/her stay, the sponsor must complete the Affidavit of Financial Support Form stating that they are willing to financially support the student and that they have sufficient funds (equivalent to a minimum of \$11,600 US dollars or higher per semester) to cover the student’s stay in the United States. ***Please note: Full-year applicants must show sufficient funds equivalent to a minimum of \$24,000 US dollars.**

Loyola University Maryland
Exchange Student Application Requirements

- ****The original, official hardcopy of this Financial Affidavit needs to be physically mailed to Loyola's Office of International Student Services. ****

5. Original Bank Statement:

- If the student is relying on personal funds for his/her stay, the student must provide an original bank statement, on bank stationary with contact information and signed by a bank official, stating that he/she has sufficient funds (equivalent to a minimum of \$11,600 US dollars or higher per semester) to cover the student's stay in the United States. OR
- If the student is relying on their parents' funds for his/her stay, the parents must provide an original bank statement from the parents' bank on bank stationary with contact information and signed by a bank official, stating that they have sufficient funds (equivalent to a minimum of \$11,600 US dollars or higher per semester) to cover the student's stay in the United States. ***Please note: Full-year applicants must show sufficient funds equivalent to a minimum of \$24,000 US dollars.**

****The original, official hardcopy version of this Bank Statement signed by a bank official needs to be physically mailed to Loyola's Office of International Student Services. ****

6. Official Transcript: Copy of official transcript from home university. Transcripts must be provided in English or with English translation.

****The original, official hardcopy version of this Official Transcript must be physically mailed to Loyola's Office of International Student Services. ****

7. Statement of Good Standing (Due Friday, March 6): Statement from home university program coordinator stating that the applicant is in good academic standing and that the student's home institution will accept the student's credit transfer upon successful completion of his or her exchange program.

8. Proof of English Proficiency (Due Friday, March 6): TOEFL test results of 213 or higher on the computer-based test, TOEFL iBT test result of 80 or higher, or an IELTS score of 8 or higher. If you are requesting to waive this requirement due to English being your native language, your program coordinator at your home university must submit the Request to Waive TOEFL or IELTS form directly to our office. **Please note: TOEFL iTP will not be accepted.**

9. Checklist: Please download and use the Pre-Admission Checklist to ensure you have completed all documentation. Your exchange program administrator must sign this completed checklist before you submit your application.

Loyola University Maryland
Exchange Student Application Requirements

Post-Admission Materials (these are made available after a prospective applicant is admitted to Loyola):

1. Health Insurance Acceptance/Waiver Form: Completed Health Insurance Acceptance/Waiver Form (**this can be submitted after the student is admitted**)
Loyola University Maryland requires all full-time undergraduate and exchange students to be enrolled in U.S.-based health insurance while studying at Loyola. Admitted students, therefore, are required to enroll in the Loyola-sponsored Student Health Insurance plan or a U.S.-based health insurance plan. The acceptance/waiver form will be available to admitted students on the electronic portal after admission.
**Note:* The health insurance plan review may take up to 3 weeks for processing, therefore, please plan accordingly.
2. Health Form & Immunization Record: Completed Health Form and Immunization Record (**this can be submitted after the student is admitted**) signed by both doctor and student. The student's healthcare provider/physician must provide accurate and legible information on the form prior to the student's arrival at Loyola. If the student's immunizations are not up-to-date, the student will have to receive updated immunizations in the United States for a fee. Please read the Immunizations at Loyola handout for a list of required immunization.

****The original, official hardcopy version of this Health Form and Immunization Record (signed by healthcare provider) needs to be physically mailed to Loyola's Office of International Student Services. ****
3. Travel Itinerary Form (this item can be submitted after the student is admitted)